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USAID Dili

Announcement Number Dili-2022-02

Position Title: Development Assistance Specialist (DAS)

Opening Period: May 6 – 20, 2022

Series/Grade: FSN-11

For More Info: Human Resources Office
E-mail Address: diliusaidrecruitment@usaid.gov

Advertisement

The USAID/Timor-Leste is seeking an individual for the position of Development Assistance Specialist (DAS). The Development Assistance Specialist (DAS) position is located in the Program Office, USAID/Timor-Leste, Dili.

Position: Development Assistance Specialist (DAS), FSN-11

(If the successful applicant does not meet the full requirements of the position; the position may be filled below the full performance grade at a trainee level)

BASIC FUNCTION OF THE POSITION:

The incumbent serves as Development Assistance Specialist (DAS) for the Program Office (PRO), United States Agency for International Development/Timor-Leste Mission (USAID/Timor-Leste). The incumbent will mitigate program vulnerabilities and respond to programming requirements. The three basic functions of this position are: 1) program, project, and activity design and monitoring, evaluation, and learning (MEL); 2) internal and external coordination; and 3) budget planning and tracking. This position reports to the Program Office Director or his/her designee. The job holder is required to perform work-related travel. The Development Assistance Specialist (DAS) must have the ability to develop and refine systems, processes, tools, and criteria for project and activity design for the Mission. Assists technical offices in learning from monitoring and evaluations, including development challenges specific to women and youth, ensuring that all related documents are of high quality and follow

USAID program planning policy, and that activities fit within the Country Development Cooperation Strategy (CDCS) and Agency goals. Support the Mission's gender and youth initiatives by serving as a resource person on matters related to USAID's policies, requirements, and best practices; providing consultative, information-gathering, analytical, evaluative, and written technical assistance; and designing and leading gender and youth analyses for strategies and programs. Coordinates with external entities such as the Government of Timor - Leste (GOTL) Ministry of Finance, the UN, and other multilateral and bilateral donors. Provides guidance and support within the Mission on gender and youth, program cycle requirements and services, including planning and reporting, portfolio implantation, budget and pipeline reviews, procurement planning, cross-cutting issues, project/activity design, and MEL, particularly around gender and youth.

Qualifications:

- (1) Completion of a bachelor's degree in any of the following fields: Accounting, Finance, Business Administration, Economics, or International Development is required.
- (2) A Minimum of five years progressively responsible experience in professional accounting, financial analyses and budget planning, justification and execution is required. Experiences in project design, program planning, program/project budgeting and evaluation, or closely related work is required. At least two years of this experience should have been in the field of development assistance in education.
- (3) (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read): Level IV (Fluent) English and Tetum (local) language proficiency, both oral and written, is required.

WHO MAY APPLY: Open to Cooperating Country Nationals and individuals legally eligible to work in Timor-Leste. Non-local applicants must attach a work permit.

HOW TO APPLY: Complete the Embassy's Universal Application for Employment (DS-174). The full **Solicitation** and copies of DS-174 are available at the USAID/EXO/HR, Dili, Timor-Leste. Any questions please email to diliusaidrecruitment@usaid.gov Applicants shall also attach a **resume or CV**. A **letter of application** and completed application form should be submitted by 5pm Dili time, **May 20, 2022**.

SUBMIT APPLICATION TO:

Human Resources Office
USAID/Timor-Leste
Attention: Recruitment
E-mail: diliusaidrecruitment@usaid.gov

DO NOT ATTACH PHOTO only short-listed candidates will be contacted. No phone inquiries please.